

Grinnell-Newburg CSD

Grinnell-Newburg EA

8/1/2006 7/31/2007

2006-07

MASTER CONTRACT AGREEMENT

Between the

**GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS**

and the

GRINNELL-NEWBURG EDUCATION ASSOCIATION

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PUBLIC EMPLOYMENT
RELATIONS BOARD

**927 Fourth Avenue
Grinnell, Iowa 50112**

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PREAMBLE

The Board of Education and the Grinnell-Newburg Education Association of the Grinnell-Newburg Community School District jointly recognize the importance of education to the pupils of this community. It is also recognized that the best interest of education in the schools can best be served by mutual understanding and cooperation among the Board of Education, Administration, and the Association. This joint development of a Master Contract signifies that all groups have their unique contributions toward quality education.

This agreement, brought about by sincere concern and effort, is entered into by the Board and the Association in order to provide harmonious relationships and in order that the community may best be served.

ARTICLE 1

MASTER CONTRACT

- 1.1. The articles of agreement enclosed herein shall constitute the Master Contract between the Grinnell-Newburg Board of Education and the Grinnell-Newburg Education Association.
- 1.2. The Master Contract shall be effective as of August 1, 2006 and shall continue in force through July 31, 2007.

ARTICLE 2

DEFINITIONS

- 2.1. **District** refers to the Grinnell-Newburg Community School District (#79-2709) as prescribed by the State Department of Education.
- 2.2. **The Board or Employer** refers to the duly elected and seated persons as directors of the Grinnell-Newburg Community School District.
- 2.3. **The Association** refers to the Grinnell-Newburg Education Association or its duly appointed designees as constituted and controlled by its bylaws.
- 2.4. **Certificated Employee** refers to all regular school employees of the Grinnell-Newburg Community School District employed as a teacher, librarian, counselor, or nurse.
- 2.5. **School Days** refers to all days when students are required to be in attendance at any school building, certificated personnel are required to supervise, and which is accepted as a school day by the Department of Education.
- 2.6. **Contract Days** refers to all days an employee is required by contract to be performing school functions.
- 2.7. **School Business Days** refers to the days that the District Administrative Office is open for business.
- 2.8. **Seniority** shall be defined as years of continuous service in the District, including the current year, as calculated to the nearest one-half year. Present staff members' current seniority will be considered continuous through the 1981-82 school year.
- 2.9. **Seniority Factor** shall be a numerical total consisting of seniority, number of educational lanes attained (up to 4) as per the employee's individual contract on January 1 of the current school year, and number of supplemental assignments (up to 2) on January 1 of the current school year.
- 2.10. **Transfer** is the movement of an employee to a different building or curricular area.
- 2.11. **Grievance** is a complaint that there has been a violation, misinterpretation, or inequitable application of the Master Contract.
- 2.12. **Group Grievance** is a complaint by the Association that there has been a violation, misinterpretation, or inequitable application of the Master Contract which has affected a group or class of employees.
- 2.13. **Aggrieved Party** is the person(s) or the Association (in a *Group Grievance*) filing a grievance.
- 2.14. **Exhibits** are included in the Master Contract for reference only; they are non-negotiable and non-grievable.

ARTICLE 3

BOARD RIGHTS

- 3.1. It is understood and agreed that all functions, rights, and powers or authority granted by Law to the Board for the administration of the District which are not specifically limited by language of this agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the provisions of this agreement.

ARTICLE 4

ASSOCIATION RIGHTS

4.1. The Association has the right to:

4.1.1. Use of Facilities

The Association shall have the right to make use of school district buildings and facilities at all reasonable hours for meetings provided, however, that said use has been cleared on the building calendar by the principal or designee.

4.1.2. Communications

The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards.

ARTICLE 5

HEALTH AND SAFETY PROVISIONS

- 5.1. The Board will provide its employees with the necessary equipment to perform assigned duties in a safe manner. The employees will be expected to perform their duties in a safe manner.
- 5.2. The principal in each attendance center in the District will establish a Health and Safety Committee, said committee to include at least three teachers.
 - 5.2.1. Each Committee will make recommendations for establishing a District procedure for employees to report unhealthy/unsafe conditions/practices within school buildings.
 - 5.2.2. Each Committee will make recommendations to the building principal for improving the health and safety of building occupants.
- 5.3. The Board shall have assigned in each attendance center personnel trained in emergency first-aid treatment for building occupants.
- 5.4. The Board shall keep in force a liability insurance policy providing protection of its employees against legal actions resulting in the performance of their assigned duties.

ARTICLE 6

GRIEVANCES

6.1. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions for resolving any questions arising under this Contract. Both parties in interest agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

6.2. Procedure

6.2.1. Time limits

- 6.2.1.1. The number of days indicated at each level should be considered as a maximum and effort should be made to expedite the process. The time limits specified may be extended by mutual agreement.
- 6.2.1.2. A claim must be filed at Level 2 within forty-five (45) school business days of the occurrence of the event in question.

6.2.2. Year-End Grievance

If a grievance has not been settled by the last contract day of the school year, a request by either the grievant or the superintendent will postpone further timelines until the first contract day of the ensuing school year. The request, however, must state reasons why the claim cannot be normally processed.

6.2.3. Level 1

A party with a grievance shall first discuss it with the principal or immediate supervisor, either directly and/or through the Association's designated representative, with the objective of resolving the matter informally.

6.2.4. Level 2

If the aggrieved party is not satisfied with the disposition of the grievance at Level 1 the party may file a written grievance with the principal and a copy of such will be filed with the Association. The written grievance shall be filed on a Board adopted form, Exhibit I, and must cite the specific Article he/she believes has been violated and the remedy sought.

Within five (5) school business days of filing the grievance, the party shall receive a meeting with the building principal to discuss the written grievance, either directly or through the Association's designated representative, with the objective of resolving the matter at this level.

The principal shall render a written decision within five (5) school business days following the Level 2 meeting.

6.2.5. Level 3

If the aggrieved party is not satisfied with the disposition of the grievance at Level 2 the party may request to Association to submit the grievance in writing to the superintendent or designee. The party's decision to advance the grievance shall be made within five (5) school business days after receipt of the written decision at Level 2.

The Association, once requested by the party, has five (5) school business days to submit the grievance in writing to the superintendent or designee.

The superintendent or designee shall render a written decision within ten (10) school business days after receipt of the written grievance.

6.2.6. Level 4

- 6.2.6.1. If the aggrieved party is not satisfied with the disposition of the grievance at Level 3 the aggrieved party may request the Association to submit the grievance to arbitration. The party's decision to advance the grievance shall be made within five (5) school business days after receipt of the written decision at Level 3.

The Association, once requested by the party, has fifteen (15) school business days to decide whether to advance the grievance, and if so, to request from the Public Relations Board a list of five (5) arbitrators and to provide the superintendent with a copy of the request. Once the list is received the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school business days. The other party shall have one (1) school business day to remove one of the remaining names, with this procedure continuing until one name remains. This person shall be the arbitrator.

- 6.2.6.2. The arbitrator so selected shall confer with the representative of the Board and the Association, hold hearings promptly, and shall issue a decision not later than twenty (20) school business days following the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to the arbitrator.

The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issue(s) submitted. The arbitrator shall be without power or authority to make decisions which require the commission of an act prohibited by law or which is in violation of the terms of this Contract. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

6.2.6.3. In the event that arbitrability of a grievance is at issue between the parties jurisdiction to resolve the issue shall rest solely with the arbitrator.

6.2.6.4. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

6.3. Rights of Employees to Representation

6.3.1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself and/or, at his/her option, by a representative selected or approved by the Association.

6.3.2. The Board and the Association will make every effort to handle all phases of the Grievance Procedure outside of school time, however;

6.3.2.1. If, in the process of handling a grievance, the principal, superintendent, or arbitrator schedules a meetings which requires the aggrieved party(s) or GNEA representative(s) to miss all or part of a school day, said grievant(s) or GNEA representative(s) will not suffer loss of compensation or leave time.

6.3.2.2. Should the grievance be found in favor of the employer, the cost of substitute(s) hired, as a result of meetings held in accordance with 6.3.2.1., shall be borne by the Association and Association Leave will be assessed.

6.4. Right of Association to Representation

Beginning with Level 2, an authorized representative of the Association shall be provided reasonable opportunity to be present at all levels of the grievance procedure.

6.5. General Provisions

6.5.1. Forms for filing grievances shall be provided by the Board and made available to all persons covered by this Contract.

6.5.2. All meetings and hearings held under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this Article.

6.5.3. The aggrieved party's rights to grieve are not forfeited if the grievance is filed at the wrong level. The party shall be referred to the proper level.

6.5.4. Administrative failure to abide by the timelines shall automatically move the grievance to the next level. Failure of the aggrieved party to abide by the timelines shall end the grievance.

6.5.5. Once a grievance has been initiated, neither the substance nor Article concerned may be changed. The remedy sought shall not be escalated.

GRIEVANCE PROCEDURE TIMELINES

EVENT

LEVEL 1	INFORMAL
	I
	45 Days
LEVEL 2	REQUEST MEETING WITH PRINCIPAL
	I
	5 Days
LEVEL 2	MEETING
	I
	5 Days
LEVEL 2	WRITTEN DECISION
	I
	5 Days
LEVEL 3	REQUEST GNEA TO SUBMIT TO SUPERINTENDENT
	I
	5 Days
LEVEL 3	SUBMIT TO SUPERINTENDENT
	I
	10 Days
LEVEL 3	WRITTEN DECISION
	I
	5 Days
LEVEL 4	REQUEST GNEA TO SUBMIT TO ARBITRATION
	I
	15 Days
LEVEL 4	FILE FOR ARBITRATION
	I
LEVEL 4	ARBITRATION HEARING
	I
	20 Days
LEVEL 4	ARBITRATOR'S DECISION

ARTICLE 7

TRANSFERS

7.1. Voluntary Transfers

7.1.1. Notice of Vacancies

The superintendent or designee shall post notification of vacancies in each building at least five (5) school business days before seeking outside applicants. The notification shall include the closing date for receiving transfer requests. Notification will also be sent to the Association President or designee.

7.1.2. Transfer Requests

An employee desiring a transfer to a vacant position shall notify the superintendent of their desire to transfer to a vacant position within five (5) school business days and shall make written request to the superintendent or designee no later than the closing date specified in the posted notification of vacancy. The request shall include the employee's qualifications and reason(s) for the request. Employee transfer requests shall be considered before seeking outside applicants. If one or more employee has/have applied for transfer to the same position, employee qualifications and District instructional requirements will be the deciding factors if a transfer request is approved. An employee whose transfer request has been denied will receive written reasons for the denial within ten (10) school business days following the closing date of the posted vacancy.

7.2. Involuntary Transfers

When the superintendent or designee determines that a transfer is needed the following procedures shall apply;

7.2.1. Voluntary requests will be considered before any transfer is made to fill a vacancy.

7.2.2. Written notice of a transfer shall be given to an employee by June 1 of the proceeding contract year unless there is an unanticipated vacancy or emergency situation which requires a later date. If a transfer becomes necessary during the school year, written notice shall be given as soon as practicable, but not later than twenty (20) school business days prior to the effective date of the transfer. No transfer shall be made until a meeting has been held between the employee involved and the superintendent or designee, at which time the employee shall receive written reasons for the transfer.

7.3. Rights of Assignment

It is recognized that assignment of employees is the exclusive prerogative of the District.

7.3.1. Unless an emergency situation occurs, an employee will be given notice of a change in subject or grade level assignment within the same time framework as Article 7.2.2. above.

ARTICLE 8

REDUCTION OF STAFF

- 8.1. The Board of Education will provide the Association with advance notice of contemplated reduction of staff so that the Association will be given an opportunity for input prior to any final decision(s) by the Board. Such notice shall be in writing and will include the probable position(s) to be affected, the proposed schedule, and the reasons for the proposed action.
- 8.2. This Article applies to all employees covered by this contract.
- 8.3. When the Board determines that staff reduction is necessary in a curricular area, the procedures shall be as follows:
 - 8.3.1. Those employees with temporary certification in the curricular area affected shall be laid off first.
 - 8.3.2. Employees under contract for a specific assignment of one year or less in the curricular area affected shall be laid off second.
 - 8.3.3. Probationary employees with the lowest seniority factor in the curricular area affected shall be laid off third.
 - 8.3.4. Non-probationary employees with the lowest seniority factor in the curricular area affected shall be laid off next.
 - 8.3.5. Elementary (K-6) curricular areas shall be: Title I mathematics, Title I reading, classroom teacher, reading, special education.
 - 8.3.6. Secondary (7-12) curricular areas shall be: agriculture, business education, computer education, driver education, French, family and consumer science, industrial technology, journalism, language arts, mathematics, science, social studies, Spanish, special education, careers.
 - 8.3.7. K-12 curricular areas shall be: paraprofessional (aide), art, instrumental music, librarian, nurse, physical education, vocal music, at-risk, ELP, counselor.
 - 8.3.8. On or about January 15 of each school year the superintendent will provide the Association with a list showing the seniority of each employee and his/her certification by curricular area; thereafter the superintendent will promptly notify the Association of any changes in said list. Each employee shall receive a copy of the page(s) of each curricular area on which he/she is listed. Employees shall have ten (10) school business days to raise objections to the seniority factor ranking and certification. Any objections not received by the superintendent within that period are waived until the time of the next posting.
 - 8.3.9. In those situations where the Seniority Factor is equal, the Board shall make the decision.

- 8.3.10. If a new curricular area is established it will be automatically added to the lists in 8.3.5., 8.3.6., or 8.3.7.
- 8.3.11. If an employee to be reduced has proper certification and previous experience in the District in another curricular area, and if his/her Seniority Factor is greater, then an automatic transfer will be made, thereby reducing the employee with the lowest Seniority Factor in the subsequent area.
- 8.3.12. If the procedures in 8.3.1., 8.3.2., 8.3.3., or 8.3.4. would create a situation whereby no remaining employee in the curricular area affected has proper certification to assume the reduced employee's curricular assignment, then the employee with the next lowest Seniority Factor will be reduced.

8.4. Any employee whose contract is reduced, in full or in part, pursuant to this Article, and whose reduction was based on Article 8.3.3. or 8.3.4., shall have recall rights for one calendar year from the effective date of the layoff, to the extent of the contract that was reduced, for any position which becomes available and for which he/she is certified. An additional calendar year of recall rights is afforded said laid off employee for any position for which he/she is certified and has had previous experience. An employee must leave a forwarding address with the superintendent to maintain recall rights.

8.4.1. Employees that are laid off shall be reinstated in inverse order if qualified to fill a vacancy, unless the employee waives his/her recall rights to that vacancy.

8.4.2. No transfer of staff will be used to prevent reinstatement of laid off employees.

8.4.3. All benefits to which an employee was entitled at the time of his/her layoff, including accumulated sick leave, will be restored to the employee upon his/her return to active employment in the District. The employee will be placed on the proper step of the salary schedule to which he/she would otherwise have been entitled. If an employee exercises his/her recall rights to a position that is less than full time, salary and benefits will be pro-rated.

8.4. Any employee whose contract is reduced, in full or in part, pursuant to this Article, and whose reduction was based on Article 8.3.1. or 8.3.2. is not eligible for recall rights under this Contract.

ARTICLE 9

EMPLOYEE EVALUATION

9.1. Certificated employee evaluation/professional growth

9.1.1. Recognizing the diversity of teaching and learning styles, the evaluation process will be continuous, objective, constructive, and cooperative. Evaluation shall be conducted with the employee's knowledge, within a climate of trust and confidence.

9.1.2. Notification

Within ten (10) school days after the beginning of each school term the building evaluator or designated evaluator shall acquaint each employee under his/her supervision with the evaluation procedures and instruments. The purpose of the orientation is to achieve mutual understanding of the evaluation system. No evaluation shall take place until such orientation has been completed. A new employee, or an employee reassigned after the beginning of the school term, shall be notified by the appropriate evaluator of the evaluation procedures in effect. Such notification shall be within ten (10) school days of the first day of the new assignment.

COMPREHENSIVE PERFORMANCE REVIEW

9.1.3. The school district evaluator shall conduct a comprehensive evaluation with each employee each of the first two years of service in the district, and at a minimum every three years thereafter. It shall also be conducted with those employees identified as being "in need of assistance", or when mutually agreed upon by the evaluator and the employee. The year during which the "Comprehensive Performance Review" occurs will be considered the "on-cycle" year. The following procedures shall apply.

9.1.3.1. The evaluator will conduct a minimum of three formal observations of those employees on Track I. After each of the observations, the evaluator will complete the formative evaluation instrument and conduct a conference with the employee. The conferences must be held within ten (10) school days following the observations. Each observation shall be at least 30 continuous minutes. Two of the three observations shall occur with a minimum of 24 hours of notification. For these two observations a Pre-Observation Form will be completed by the teacher. One observation may occur without notification.

9.1.3.2. The evaluator will conduct a minimum of two formal observations for those employees on Track II. After each of the observations the evaluator will complete the Formative Evaluation Instrument and conduct a conference with the employee. The conferences must be held within ten (10) school days following the observations. Each observation shall be at least 30 continuous minutes. One of the observations shall occur with a minimum of 24 hours of notification. A Pre-Observation Form will be required for this observation. One additional observation may occur without notification. A Comprehensive Performance Review of Track II teachers will include, in addition to the formal observations, the completion by April 1st of the guide for the Presentation of Evidence and the Individual Career Development Plan written summary. A

conference with the employee and evaluator to discuss the Guide for the Presentation of Evidence and the Individual Career Development written summary will be completed by May 15th.

- 9.1.3.3. Timelines may be modified when mutually agreed by employee and evaluator due to extenuating circumstances.
- 9.1.3.4. An employee may request, in writing, to be evaluated by someone other than the immediate supervisor. The superintendent shall then designate an alternate evaluator.
- 9.1.3.5. Employees who work in more than one building will be evaluated by the building evaluator in which the majority of time is spent. When an employee's time is split equally among buildings, the building principals will determine before September 1, which will serve as the evaluator.

INDIVIDUAL CAREER DEVELOPMENT PLAN: TRACK III PART A and PART B

- 9.1.3.6. The Individual Career Development Plan allows the employee to develop, implement, and evaluate progress toward individual or team goals which are aligned with Building Student Achievement Goals, the G-N Comprehensive School Improvement Plan, and the G-N Career Development Plan.

Before September 15, all employees, except those on Track I or in Track IV, will submit a completed Individual Career Development Plan (Track III: Part A) form to their supervising principal. A signed copy will be returned to each employee by October 1. Employees are encouraged to discuss the plan with a colleague or mentor.

During the year, employees and their evaluator are encouraged to discuss progress toward the goal(s) in their Individual Career Development Plan. Any modifications will be noted and dated. Each employee must have a conference with his or her evaluator to review the Individual Career Development Plan between January 1 and June 1 of each school year. Those employees "on cycle" for evaluation must complete the Individual Career Development Plan written summary by April 1st.

SKILL DEVELOPMENT: TRACK III PART B

- 9.1.3.7. When an evaluator's observation and/or evaluation of an employee indicates a performance problem, the evaluator will assign the employee to "Skill Development". The employee then has two options to remedy the concern:
 - 1. Co-plan a strategy with the evaluator for skill development using the Individual Career Development Plan, Part B form.
 - 2. Choose to develop the skill independently.

The evaluator will use the Track III, Part B form during the "Skill Development" time period.

At the conclusion of the “Skill Development “ time period the evaluator will complete the Evaluator Recommendation/Decision Form.

INTENSIVE ASSISTANCE

9.1.3.8. As per Iowa Code the Intensive Assistance Plan is developed at the discretion of the Grinnell-Newburg Board of Education.

9.1.3.9. A separate evaluation/conference will be conducted for each supplemental assignment. The designated supervisor will conduct at least one evaluative visitation during a practice, rehearsal, or related session held by the employee being evaluated and complete a “Formative Evaluation” form. Separate evaluative visitations will be conducted if more than one employee is involved in the activity.

9.1.4. Written Evaluation

9.1.4.1. The completed “Formative” and “Comprehensive Performance Review” form will be considered a written evaluation. The written evaluation is to be signed and dated by both parties. The employee’s signature does not signify agreement or disagreement with the substance of the written evaluation.

9.1.4.2. The employee may write a reaction to the evaluation which shall be attached to the written evaluation form.

9.1.4.3. A copy of the written evaluation will be provided to the employee.

9.2. Paraeducator (Aide) Evaluation

9.2.1. The adopted system of formal evaluation for paraeducators establishes district standards expected of all paraeducators and uses those standards and the “Assignment Description” to judge individual employee performance. Evaluation procedures will identify areas of employee strengths and weaknesses and utilize those areas to establish goals to be reached for the subsequent evaluation period.

9.2.2. Evaluation procedures

Each paraeducator will be evaluated twice each contract year by the appropriate supervisor.

An initial, informal evaluation will be conducted prior to December 1 to assess current year progress and to change or modify goals for the year. The evaluator may, or may not, use the adopted evaluation instrument for this evaluation.

A formal evaluation will be held prior to the issuance of contracts for a subsequent year, at which time the employee’s performance will be assessed using the adopted “Evaluation Form”, and goals for the subsequent year will be established.

At the beginning of each contract year each paraeducator will be given a copy of the adopted "Evaluation Form" and "Assignment Description" and notified of who will be conducting his/her evaluation.

9.3. Evaluative Materials/Complaints

9.3.1. Evaluative complaints directed toward an employee are to be put in writing and promptly called to the employee's attention. No evaluative material/complaint will be placed in the employee's personnel file until a conference is held. The employee shall have the right to be accompanied by an Association representative. The employee shall have the right to make a written response which shall be attached to the specific material/complaint.

9.3.2. It is recognized that the District evaluation forms and procedures are the central focus of evaluation of employees. This is not to be construed, however, that only items listed on these forms will be considered as part of an employee's evaluation.

9.4. Employee Rights

9.4.1. Each employee shall have the right, during business office hours, to review evaluative material in his/her personnel file. He/she may write a reaction statement to such materials which shall be attached to the specified evaluative material. An Association representative may, at the employee's option, accompany the employee during such a review. This Article does not apply to closed credentials.

9.4.2. A copy of the evaluative material will be provided to the employee upon request.

ARTICLE 10

LEAVES

10.1. Long Term Leaves

10.1.1. Leaves of absence may be granted without compensation for the following reasons:

- Educational Leave
- Political Office
- Educational Association Office
- Parental
- Other causes deemed reasonable by the Superintendent

10.1.2. The request for leave must be made in writing to the superintendent, including suggested dates of commencement and termination of the leave. Such request will be acted upon by the superintendent within ten (10) school business days after receipt of the request.

10.1.3. Such leaves shall not exceed one year except by approval of the superintendent.

10.1.4. If an employee is approved for a Long Term leave that exceeds 90 contracted days, that employee's Short Term Leave credit, as specified in Article 10.2., will be prorated accordingly.

10.1.5. An employee approved for a Long Term Leave that exceeds 90 contracted days shall be able to continue District group medical and life insurance, but at the employee's own expense.

10.1.6. Upon completion of such leaves, the individual shall resume the same position or an equivalent position to that which he/she vacated for the leave of absence, provided that he/she is physically, mentally, and emotionally capable of performing the duties of the position.

10.1.6.1. An employee shall be entitled to all raises and benefits upon return if the employee serves at least one-half of the contract days in the contract year in which the leave was taken.

10.1.6.2. There will be no loss of position on the salary schedule, however no salary step or seniority will be credited for the period of leave.

10.2. Short Term Leaves

10.2.1. Sick Leave

Each employee is credited with fifteen (15) days Sick Leave with pay at the beginning of each school year for the personal illness of, or injury to, the employee. The use of paid Sick Leave is limited to medically related disabilities and may not be used for routine examinations. Any illness or injury exceeding five (5) consecutive contract days will be considered an extended illness and will require that a licensed medical practitioner certify the period that the employee has been unable to work and the date that the employee may return to work. To qualify for Sick Leave, the employee must complete *Leave Forms*, Exhibits II and III, following return. Unused Sick Leave each year shall be carried forward, but the accumulation, including current credit, cannot exceed 120 full days.

- 10.2.1.1. Sick Leave will be credited and charged to the employee's record to the nearest 1/4 day, but with a minimum of 1/4 day credited and/or charged.
- 10.2.1.2. Annual Sick Leave credit for part-time employees will be prorated and recorded in full-time equivalents. When a part-time employee is absent, under provisions of this Article, that portion of a full day missed will be charged to the part-time employee's Sick Leave record.
- 10.2.1.3. New employees will be credited with Sick Leave after completing one day of service in their initial year of employment with the District.
- 10.2.1.4. Sick Leave may be approved that exceeds the employee's accumulation of paid Sick Leave, but will be without pay. If an employee has exhausted the use of paid Sick Leave, the employee may request the use of accumulated paid Family Illness Leave and/or paid Personal Leave if available.

10.2.2 Personal Time Off (PTO)

- 10.2.2.1. Personal Time Off has been created as a new category of leave, and replaces funeral leave, family illness, and personal leaves. Each **certificated** employee is credited with five (5) days Personal Time Off each school year with full salary. Application for such leave shall be made at least twenty-four (24) hours in advance, except in cases of emergency. No Personal Time Off is authorized unless approved by the supervising principal or designee.
- 10.2.2.2. Except for emergency circumstances, individual personal time off for certificated employees will be limited in use as follows:
 - Three (3) per day at the High School and Middle School.
 - Two (2) per day at each Elementary School.

A supervising principal may authorize more usage if there are extenuating circumstances. Emergency circumstances will not be denied.

Beginning of the year, end of the year, and staff development days are important learning experiences for students and staff. Use of personal time

off is discouraged at those times.

Personal Time Off is typically expected to be of brief duration and is not intended for vacation use. Leaves of more than three days will be discouraged without extenuating circumstances.

- 10.2.2.3. Personal Time Off will be credited and charged to the employee's record to the nearest 1/4 day, but with a minimum of 1/4 day credited and/or charged.
- 10.2.2.4. Annual Personal Time Off credit for part-time employees will be prorated and recorded in full-time equivalents. When a part-time employee is absent, under provisions of this Article, that portion of a full day missed will be charged to the part-time employee's Personal Time Off record.
- 10.2.2.5. If an employee's Personal Time Off accumulation has been exhausted, up to two additional Personal Time Off days may be purchased at substitute rates in effect for that year.
- 10.2.2.6. Additional Personal Time Off days may be purchased at substitute rates in effect for that year when circumstances warrant. Application shall be made to the principal and approved by the superintendent in such cases.
- 10.2.2.7. Unused Personal Time Off shall be carried forward, but the accumulation, including current credit, cannot exceed ten (10) full days.
- 10.2.2.8. If the current credit of Personal Time off causes the accumulation to exceed ten (10) days, then days in excess of ten will be paid at substitute rate in effect on June 30 and will be pro-rated for partial days.
- 10.2.2.9. Upon retirement or termination of employment, accumulated balances will be paid at the substitute rate in effect on June 30 and will be pro-rated for partial days.

10.2.3. Funeral Leave

Each **paraeducator** is entitled to leave with full salary (up to three days) to attend the funeral services of a member of the paraeducator's *close* immediate family. Funeral arrangements and travel time are included within the three days.

Each paraeducator is entitled to leave with full salary (up to one day) to attend the funeral services of a member of the paraeducator's *extended* immediate family.

If requested, unpaid leave may be granted for additional time, or to attend the funeral services of a close personal friend or other relative.

Close immediate family member is defined as:
parent, spouse, child, brother or sister of the paraeducator.

Extended immediate family member is defined as:

parent-in-law, brother-in-law, sister-in-law, step-child, son-in-law, daughter-in-law, guardian, ward, foster parent, foster brother, foster sister, foster child, step-parent, step-brother, step-sister, grandparent, grandchild, aunt, or uncle of the paraeducator.

10.2.4. Family Illness Leave

10.2.4.1 Each **paraeducator** is entitled to a total of three (3) days leave with full salary each school year:

1. To be with a member of the paraeducator's household due to illness.
2. To be with other immediate family members who are in grave medical condition or have medical circumstances requiring the paraeducator's presence.

10.2.4.2. Applications for Family Illness Leave shall be made in advance whenever possible, clearly detailing the need for use of a contract day. Family Illness Leave must be approved by the superintendent or designee.

10.2.4.3. Family Illness Leave will be credited and charged to the paraeducator's record to the nearest 1/4 day, but with a minimum of 1/4 day credited and/or charged.

10.2.4.4. Annual Family Illness Leave credit for part-time paraeducators will be prorated and recorded in full-time equivalents. When a part-time paraeducator is absent, under provisions of this Article, that portion of a full day missed will be charged to the part-time paraeducator's Family Illness Leave record.

10.2.4.5. Unused Family Illness Leave with full salary shall be carried forward, but the accumulation, including current credit, cannot exceed ten (10) full days.

10.2.4.6. Unpaid Family Illness Leave may be granted if a paraeducator has exhausted his/her accumulation of paid Family Illness Leave as outlined in 10.2.4.1., 10.2.4.2., and 10.2.4.3.

10.2.5. Personal Leave

10.2.5.1. Each **paraeducator** is entitled to one (1) day of Personal Leave each school year with full salary. Application for such leave shall be made at least twenty-four (24) hours in advance, except in cases of emergency. No Personal Leave is authorized unless approved by the supervising principal or designee.

10.2.5.2. Personal Leave will be credited and charged to the paraeducator's record to the nearest 1/4 day, but with a minimum of 1/4 day credited and/or charged.

10.2.5.3 Annual Personal Leave credit for part-time paraeducators will be prorated and recorded in full-time equivalents. When a part-time paraeducator is absent, under provisions of this Article, that portion of a full day missed will be charged to the part-time paraeducator's Personal Leave record.

10.2.5.4. Unused Personal Leave shall be carried forward, but the accumulation, including current credit, cannot exceed five (5) full days.

10.2.5.5. Unpaid Personal Leave may be granted by the superintendent.

10.2.6. Professional Leave

Employees may be granted leave to attend professional meetings related to the employee's assignment. Such leave is subject to prior approval by the superintendent and will be without loss of salary.

Leave requests will be submitted well in advance of the date(s) requested. The superintendent or designee will respond to the request within five (5) school business days of receipt of the request.

10.2.7. Association Leave

The Association is entitled to thirty (30) days leave each year to be used by its members to conduct official Association business. The Association will reimburse the District for the cost of substitutes when such leaves are used. Use of Association Leave will be without loss of salary. Association Leave is subject to prior approval of the Association President and the Superintendent.

10.2.8. Jury and Legal Duty

Any employee called for jury duty or subpoenaed to appear as a witness in any legal action during school days shall be provided such time at full salary. Any fees or remuneration received exceeding actual expenses shall be paid to the District.

10.2.9. Good Cause

Other temporary leaves of absence, not covered under Articles 10.2.1 through 10.2.7., may be granted by the superintendent or designee. Such leaves of absence will be without pay.

10.3. Requests for leave must be made in writing, Exhibit II, and *Leave Form*, Exhibit III, must be completed upon return from approved leave.

Leave requests must be made well in advance of date(s) requested, except in cases of emergency.

10.4. An annual record of leaves will be kept in the employee's personnel file. Each employee shall verify and sign this record at the end of each school year. By September 1 of each school year each employee shall receive a summary of his/her leave accumulations, including current year credits.

ARTICLE 11

SALARY DEDUCTION/REDUCTION

- 11.1. Each employee will be able to specify salary deductions as follows:

- Professional dues (NEA, ISEA, GNEA)
- District Group Insurance
- United Way
- Grinnell 2000
- Others as approved by the Board of Directors

- 11.1.1. A request for dues deduction must be made each year.

- 11.1.2. The Association will be responsible for distributing and collecting dues check-off forms from Association members.

11.1.2.1. Pursuant to a dues deduction authorization, the District shall deduct one-tenth (1/10) of the total dues from the regular salary check of the employee each month for ten (10) months, beginning in October.

11.1.2.2. Employees who are hired after October 1 shall have the total dues pro-rated on the basis of the remaining months of employment through July 31.

- 11.1.3. The deduction form to be used shall be determined by the Board. The remittance of deducted funds to the Association shall be made within ten (10) school business days following the date of each payroll.

- 11.2. Each employee will be able to specify salary reductions as follows:

- Tax Sheltered Annuities
- District-adopted Cafeteria Benefits

- 11.2.1. A request for salary reduction must be made each year.

- 11.3. The Association agrees to hold harmless the District and its employees against any and all claims, costs, suits, or other forms of liability and all court costs arising out of the application of the provisions for dues deductions and/or salary reductions.

ARTICLE 12

CONTRACT

12.1. The contract days for certificated employees shall be 195 as herein specified:

- 180 School Days
- 8 Work/Service Days
- 7 Paid Holidays

12.1.1. Paid holidays shall be:

- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Winter Holidays (December 25 and January 1)
- President/Special American Day (third Monday in February),
- Spring Holiday
- Memorial Day (last Monday in May).

12.2. Work Week

The certificated employee's assigned work week shall not exceed forty (40) hours per week, exclusive of a daily unpaid, duty free lunch period of at least twenty (20) continuous minutes. Such lunch time shall occur during the period(s) that the cafeteria is serving students.

12.2.1. All certificated employees' regular work week shall be 7:45 A.M. to 3:35 P.M. Said work day will be adjusted if unpaid, duty free lunch period exceeds twenty (20) minutes. If any certificated employee's regular work week hours are modified from the established 7:45 A.M. to 3:35 P.M. for an extended period, such modification must be approved, in writing, by the superintendent and the president of the Association.

12.2.2. Additional hours will be assigned as required by the appropriate supervisor, but the total assigned work week may not exceed forty (40) hours, pro-rated for part-time certificated employees equal to their contracted F.T.E. It is understood that staffings and meetings are a part of certificated employees' professional responsibilities, but should employees be required to regularly work more than the maximum assigned hours, as specified above, for staffings and other assigned meetings, they will have their subsequent work week(s) assigned hours adjusted by the appropriate supervisor.

12.2.3. In case of an unscheduled late start or early dismissal, teachers, nurses, and aides will be on duty thirty (30) minutes before/after the beginning or end of the adjusted school day.

12.3. The contract days for paraeducators (aides) shall be 180 school days, except for those days when school is not in session due to parent/teacher conferences, plus 7 paid holidays.

12.3.1. Paid holidays shall be those specified in 12.1.1.

12.3.2. Individual paraeducator contracts will be based on total contracted hours. Each employee will be considered full-time if his/her contract is for at least 1349.50 hours per year. Each employee's individual work schedule will be established in advance by the building principal or designee, based on each employee's total contracted hours. In cases of an unscheduled late start or early dismissal, employee work schedules will be adjusted to "make up" the time, as determined by the building principal or designee.

At the request of the paraeducator, and with approval of the supervisor, time off without pay may be granted at times when students are not in attendance.

12.3.3. Approved hours of work, beyond contracted hours, shall be paid at the employee's contracted hourly rate. Requests for additional time shall be made in writing on a District form, Exhibit IV, and must be approved by the building principal or designee. Employees requested to work additional time shall be afforded reasonable advance notice.

ARTICLE 13

COMPENSATION

13.1. Extra Duty Pay

Extra duties assigned outside the normal contract day for, but not limited to, event supervision, ticket sales, ticket taking, crowd control, and score keeping will be paid at the rate of \$7.50 per hour of assigned time, with a minimum of ten (\$10) dollars per assignment. Such duties shall apply to elementary and secondary employees and events.

13.1.1. No assignments will be made if qualified volunteers are available.

13.2. Supplemental Pay • Grinnell-Newburg Schools • 2006-07

13.2.1. Supplemental Salary Schedule

(Percent of Index - \$25,385)

<i>Index</i>	<i>\$25,385</i>					
<i>Step</i>	2	3	4	5	6	7
Category	1.75%	2.25%	2.75%	3.00%	3.25%	3.50%
A	\$444	\$571	\$698	\$762	\$825	\$888
	2.00%	2.50%	3.00%	3.50%	4.00%	4.50%
B	\$508	\$635	\$762	\$888	\$1,015	\$1,142
	2.50%	3.00%	3.50%	4.00%	4.50%	5.00%
C	\$635	\$762	\$888	\$1,015	\$1,142	\$1,269
	3.50%	4.00%	4.50%	5.00%	5.50%	6.00%
D	\$888	\$1,015	\$1,142	\$1,269	\$1,396	\$1,523
	4.25%	4.75%	5.25%	5.75%	6.25%	6.75%
E	\$1,079	\$1,206	\$1,333	\$1,460	\$1,587	\$1,713
	5.00%	5.50%	6.00%	6.50%	7.00%	7.50%
F	\$1,269	\$1,396	\$1,523	\$1,650	\$1,777	\$1,904
	7.00%	7.50%	8.00%	8.50%	9.00%	9.50%
G	\$1,777	\$1,904	\$2,031	\$2,158	\$2,285	\$2,412
	8.13%	8.75%	9.38%	10.00%	10.75%	11.25%
H	\$2,064	\$2,221	\$2,381	\$2,539	\$2,729	\$2,856
	9.25%	10.00%	10.75%	11.50%	12.50%	13.00%
I	\$2,348	\$2,539	\$2,729	\$2,919	\$3,173	\$3,300
	10.25%	11.00%	11.75%	12.50%	13.50%	14.00%
J	\$2,602	\$2,792	\$2,983	\$3,173	\$3,427	\$3,554
	11.75%	12.50%	13.25%	14.00%	15.00%	16.00%
K	\$2,983	\$3,173	\$3,364	\$3,554	\$3,808	\$4,062
	14.00%	15.00%	16.00%	17.00%	18.50%	20.00%
L	\$3,554	\$3,808	\$4,062	\$4,315	\$4,696	\$5,077

13.2.2. No assignments will be made if qualified volunteers are available.

13.2.3. The administration will evaluate incoming personnel for placement on the salary schedule.

COACHING:

Baseball

Varsity Head • L
Varsity Assistant • H
Assistant 9th • G

Basketball

Varsity Head • L
Varsity 1st Assistant • I
Varsity Assistant • H
Head 8th • F
Assistant 8th • D
Head 7th • F
Assistant 7th • D

Cross Country

Varsity Head (combined boys/girls) • I
Varsity Assistant (combined boys/girls) • F
Head 7/8 (combined boys/girls) • F

Football

Varsity Head • L
Varsity Assistant • I
Head 10th • H
Assistant 10th • H
Head 9th • H
Assistant 9th • G
Head 8th • F
Assistant 8th • D
Head 7th • F
Assistant 7th • D

Golf

Varsity Head • H

Soccer

Varsity Head • H
Varsity Assistant • F

Softball

Varsity Head • L
Varsity Assistant • H
Assistant 9th • G

Swimming

Varsity Head • J
Varsity Assistant • F

Tennis

Varsity Head • H
Varsity Assistant • F

Track

Varsity Head • K
Varsity Assistant • G
Head 8th • F
Assistant 8th • D
Head 7th • F
Assistant 7th • D

Volleyball

Varsity Head • K
Varsity Assistant • G
Head 8th • F

Assistant 8th • D
Head 7th • F
Assistant 7th • D
Wrestling
Varsity Head • L
Varsity Assistant • H
Head 7/8 • F
Assistant 7/8 • D

HIGH SCHOOL ORGANIZATIONS:

Art Club • C
Band • L
Cheerleaders (Fall) • E
Cheerleaders (Winter) • F
Debate • D
Musical Director (per major production) • G
Play Director (per major production) • H
Technical Director (per major production) • D
Curtain Club/Thespians • E
Grinnellian • F
Industrial Technology Club • B
International Club • B
Intramurals, per activity • B
Junior Class Sponsor (Prom) • C
Model UN • B
National Honor Society • A
Dance Squad • F
Speech Contest • F
Speech Contest 9th • D
Assistant Large Group Speech Contest • C
Student Council • E
Vocal Music • J
Vocational Agriculture/FFA • F

MIDDLE SCHOOL ORGANIZATIONS:

Band
7/8 • F
5/6 • B
Drama/Musical (per major production) • D
Drama/Musical Assistant • B
Intramurals, per activity • A
Just Say No Club • D
Destination Imagination • D
Student Council • E
Vocal Music
7/8 • D
5/6 • A

13.3. Nurses' Salary Schedule • Grinnell-Newburg Schools • 2006-07

INDEX = \$25,385

Index Step	\$ 25,385 RN	RN + 30	RN + BA/BS	Index Step	\$25,385 RN	RN + 30	RN + BA/BS
	0.877	0.977	1.077		1.137	1.237	1.337
1	\$22,263	\$24,801	\$27,340	14	\$28,863	\$31,401	\$33,940
	0.897	0.997	1.097		1.157	1.257	1.357
2	\$22,770	\$25,309	\$27,847	15	\$29,370	\$31,909	\$34,447
	0.917	1.017	1.117		1.159	1.259	1.359
3	\$23,278	\$25,817	\$28,355	16	\$29,421	\$31,960	\$34,498
	0.937	1.037	1.137		1.161	1.261	1.361
4	\$23,786	\$26,324	\$28,863	17	\$29,472	\$32,010	\$34,549
	0.957	1.057	1.157		1.163	1.263	1.363
5	\$24,293	\$26,832	\$29,370	18	\$29,532	\$32,061	\$34,600
	0.977	1.077	1.177		1.165	1.265	1.365
6	\$24,801	\$27,340	\$29,878	19	\$29,574	\$32,112	\$34,651
	0.997	1.097	1.197		1.167	1.267	1.367
7	\$25,309	\$27,847	\$30,386	20	\$29,624	\$32,163	\$34,701
	1.017	1.117	1.217		1.169	1.269	1.369
8	\$25,817	\$28,355	\$30,894	21	\$29,675	\$32,214	\$34,752
	1.037	1.137	1.237		1.171	1.271	1.371
9	\$26,324	\$28,863	\$31,401	22	\$29,726	\$32,264	\$34,803
	1.057	1.157	1.257		1.173	1.273	1.373
10	\$26,832	\$29,370	\$31,909	23	\$29,777	\$32,315	\$34,854
	1.077	1.177	1.277		1.175	1.275	1.375
11	\$27,340	\$29,878	\$32,417	24	\$29,827	\$32,366	\$34,904
	1.097	1.197	1.297		1.177	1.277	1.377
12	\$27,847	\$30,386	\$32,924	25	\$29,878	\$32,417	\$34,955
	1.117	1.217	1.317				
13	\$28,355	\$30,894	\$33,432				

13.3.1. The administration shall evaluate incoming personnel for placement on the salary schedule.

13.3.2. Beginning in 2001-02, Fringe Benefit Dollars (\$600 per year) have been incorporated into the salary schedule.

13.4. Paraeducators' (Aides') Salary Schedule • Grinnell-Newburg Schools • 2006-07

Index/Sub Pay = \$7.62

Step	Standard	Generalist	Specialized	Step	Standard	Generalist	Specialized
Index/ Sub Pay	\$7.62	\$7.62	\$7.62	Index/ Sub Pay	\$7.33	\$7.33	\$7.33
	1.109	1.134	1.164		1.434	1.459	1.489
1	\$8.45	\$8.64	\$8.87	14	\$10.93	\$11.12	\$11.35
	1.134	1.159	1.189		1.459	1.484	1.514
2	\$8.64	\$8.83	\$9.06	15	\$11.12	\$11.31	\$11.54
	1.159	1.184	1.214		1.463	1.488	1.518
3	\$8.83	\$9.02	\$9.25	16	\$11.15	\$11.34	\$11.57
	1.184	1.209	1.239		1.467	1.492	1.522
4	\$9.02	\$9.21	\$9.44	17	\$11.18	\$11.37	\$11.60
	1.209	1.234	1.264		1.471	1.496	1.526
5	\$9.21	\$9.40	\$9.63	18	\$11.21	\$11.40	\$11.63
	1.234	1.259	1.289		1.475	1.5	1.53
6	\$9.40	\$9.59	\$9.82	19	\$11.24	\$11.43	\$11.66
	1.259	1.284	1.314		1.479	1.504	1.534
7	\$9.59	\$9.78	\$10.01	20	\$11.27	\$11.46	\$11.69
	1.284	1.309	1.339		1.483	1.508	1.538
8	\$9.78	\$9.97	\$10.20	21	\$11.30	\$11.49	\$11.72
	1.309	1.334	1.364		1.487	1.512	1.542
9	\$9.97	\$10.17	\$10.39	22	\$11.33	\$11.52	\$11.75
	1.334	1.359	1.389		1.491	1.516	1.546
10	\$10.17	\$10.36	\$10.58	23	\$11.36	\$11.55	\$11.78
	1.359	1.384	1.414		1.495	1.52	1.55
11	\$10.36	\$10.55	\$10.77	24	\$11.39	\$11.58	\$11.81
	1.384	1.409	1.439		1.499	1.524	1.554
12	\$10.55	\$10.74	\$10.97	25	\$11.42	\$11.61	\$11.84
	1.409	1.434	1.464				
13	\$10.74	\$10.93	\$11.16				

13.4.1. The administration shall evaluate incoming personnel for placement on the salary schedule.

13.4.2. Paraeducator Salary Schedule Lanes

13.4.2.1. "Standard" requires no certification .

13.4.2.2. "Generalist" requires State of Iowa Paraeducator Generalist Certificate.

13.4.2.3. "Specialized" requires State of Iowa Paraeducator Generalist Certificate with Level II Area of Concentration, AA degree as paraeducator, or any BA degree.

13.4.3. Beginning in 2001-02, Fringe Benefit Dollars (\$600 per year) have been incorporated into the salary schedule.

13.5. Teachers' Schedule • Grinnell-Newburg Schools • 2006-07

INDEX = \$25,385

Index \$25,385								
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PhD
	1.077	1.092	1.127	1.167	1.202	1.237	1.272	1.312
1	\$27,340	\$27,720	\$28,609	\$29,624	\$30,513	\$31,401	\$32,290	\$33,305
	1.087	1.122	1.157	1.197	1.232	1.267	1.302	1.342
2	\$27,593	\$28,482	\$29,370	\$30,386	\$31,274	\$32,163	\$33,051	\$34,067
	1.117	1.152	1.187	1.227	1.262	1.297	1.332	1.372
3	\$28,355	\$29,244	\$30,132	\$31,147	\$32,036	\$32,924	\$33,813	\$34,828
	1.147	1.182	1.217	1.257	1.292	1.327	1.362	1.402
4	\$29,117	\$30,005	\$30,894	\$31,909	\$32,797	\$33,686	\$34,574	\$35,590
	1.177	1.212	1.247	1.287	1.322	1.357	1.392	1.432
5	\$29,878	\$30,767	\$31,655	\$32,670	\$33,559	\$34,447	\$35,336	\$36,351
	1.212	1.247	1.282	1.322	1.357	1.392	1.427	1.467
6	\$30,767	\$31,655	\$32,544	\$33,559	\$34,447	\$35,336	\$36,224	\$37,240
	1.247	1.282	1.317	1.357	1.392	1.427	1.462	1.502
7	\$31,655	\$32,544	\$33,432	\$34,447	\$35,336	\$36,224	\$37,113	\$38,128
	1.282	1.317	1.352	1.392	1.427	1.462	1.497	1.537
8	\$32,544	\$33,432	\$34,321	\$35,336	\$36,224	\$37,113	\$38,001	\$39,017
	1.317	1.352	1.387	1.427	1.462	1.497	1.532	1.572
9	\$33,432	\$34,321	\$35,209	\$36,224	\$37,113	\$38,001	\$38,890	\$39,905
	1.352	1.387	1.422	1.462	1.497	1.532	1.567	1.607
10	\$34,321	\$35,209	\$36,097	\$37,113	\$38,001	\$38,890	\$39,778	\$40,794
	1.392	1.427	1.462	1.502	1.537	1.572	1.607	1.647
11	\$35,336	\$36,224	\$37,113	\$38,128	\$39,017	\$39,905	\$40,794	\$41,809
	1.432	1.467	1.502	1.542	1.577	1.612	1.647	1.687
12	\$36,351	\$37,240	\$38,128	\$39,144	\$40,032	\$40,921	\$41,809	\$42,824
	1.472	1.507	1.542	1.582	1.617	1.652	1.687	1.727
13	\$37,367	\$38,255	\$39,144	\$40,159	\$41,048	\$41,936	\$42,824	\$43,840
	1.512	1.547	1.582	1.622	1.657	1.692	1.727	1.767
14	\$38,382	\$39,271	\$40,159	\$41,174	\$42,063	\$42,951	\$43,840	\$44,855
	1.537	1.587	1.622	1.662	1.697	1.732	1.767	1.807
15	\$39,017	\$40,286	\$41,174	\$42,190	\$43,078	\$43,967	\$44,855	\$45,871

Index	\$25,385							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PhD
	1.540	1.612	1.664	1.704	1.739	1.774	1.809	1.849
16	\$39,093	\$40,921	\$42,241	\$43,256	\$44,145	\$45,033	\$45,921	\$46,937
	1.543	1.615	1.689	1.746	1.781	1.816	1.851	1.891
17	\$39,169	\$40,997	\$42,875	\$44,322	\$45,211	\$46,099	\$46,988	\$48,003
	1.546	1.619	1.694	1.771	1.823	1.858	1.893	1.933
18	\$39,245	\$41,098	\$43,002	\$44,957	\$46,277	\$47,165	\$48,054	\$49,069
	1.549	1.623	1.699	1.778	1.830	1.865	1.900	1.940
19	\$39,321	\$41,200	\$43,129	\$45,135	\$46,455	\$47,343	\$48,232	\$49,247
	1.552	1.627	1.704	1.786	1.838	1.873	1.908	1.948
20	\$39,398	\$41,301	\$43,256	\$45,338	\$46,658	\$47,546	\$48,435	\$49,450
	1.555	1.630	1.707	1.789	1.841	1.876	1.911	1.951
21	\$39,474	\$41,378	\$43,332	\$45,414	\$46,734	\$47,622	\$48,511	\$49,526
	1.558	1.633	1.710	1.792	1.844	1.879	1.914	1.954
22	\$39,550	\$41,454	\$43,408	\$45,490	\$46,810	\$47,698	\$48,587	\$49,602
	1.561	1.636	1.713	1.795	1.847	1.882	1.917	1.957
23	\$39,626	\$41,530	\$43,485	\$45,566	\$46,886	\$47,775	\$48,663	\$49,678
	1.564	1.639	1.716	1.798	1.850	1.885	1.920	1.960
24	\$39,702	\$41,606	\$43,561	\$45,642	\$46,962	\$47,851	\$48,739	\$49,755
	1.567	1.642	1.719	1.801	1.853	1.888	1.923	1.963
25	\$39,778	\$41,682	\$43,637	\$45,718	\$47,038	\$47,927	\$48,815	\$49,831
	1.570	1.645	1.722	1.804	1.856	1.891	1.926	1.966
26	\$39,854	\$41,758	\$43,713	\$45,795	\$47,115	\$48,003	\$48,892	\$49,907
	1.573	1.648	1.725	1.807	1.859	1.894	1.929	1.969
27	\$39,931	\$41,834	\$43,789	\$45,871	\$47,191	\$48,079	\$48,968	\$49,983
	1.576	1.651	1.728	1.810	1.862	1.897	1.932	1.972
28	\$40,007	\$41,911	\$43,865	\$45,947	\$47,267	\$48,155	\$49,044	\$50,059
	1.579	1.654	1.731	1.813	1.865	1.900	1.935	1.975
29	\$40,083	\$41,987	\$43,941	\$46,023	\$47,343	\$48,232	\$49,120	\$50,135
	1.582	1.657	1.734	1.816	1.868	1.903	1.938	1.978
30	\$40,159	\$42,063	\$44,018	\$46,099	\$47,419	\$48,308	\$49,196	\$50,212

Index	\$25385							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PhD
	1.585	1.660	1.737	1.819	1.871	1.906	1.941	1.981
31	\$40,235	\$42,139	\$44,094	\$46,175	\$47,495	\$48,384	\$49,272	\$50,288
	1.588	1.663	1.740	1.822	1.874	1.909	1.944	1.984
32	\$40,311	\$42,215	\$44,170	\$46,251	\$47,571	\$48,460	\$49,348	\$50,364
	1.591	1.666	1.743	1.825	1.877	1.912	1.947	1.987
33	\$40,388	\$42,291	\$44,246	\$46,328	\$47,648	\$48,536	\$49,425	\$50,440
	1.594	1.669	1.746	1.828	1.880	1.915	1.950	1.99
34	\$40,464	\$42,368	\$44,322	\$46,404	\$47,724	\$48,612	\$49,501	\$50,516
	1.597	1.672	1.749	1.831	1.883	1.918	1.953	1.993
35	\$40,540	\$42,444	\$44,398	\$46,480	\$47,800	\$48,688	\$49,577	\$50,592

13.5.1. The administration shall evaluate all incoming personnel for placement on the salary schedule.

13.5.2. The Teachers' Salary Schedule includes HF 499 Phase I and II dollars. Should funding related to said legislation be modified during the life of this Contract an appropriate adjustment will automatically be made. Should any other State funding be allocated for teachers' salaries in 2006-07, bargaining for those salary funds shall be reopened.

13.5.3. Teachers who have achieved National Board Certification will be paid at the educational lane one higher than their educational attainment.

13.5.4. Beginning in 2001-02, Fringe Benefit Dollars (\$600 per year) have been incorporated into the salary schedule.

13.6. Insurance Benefits

13.6.1. Employees may elect to receive the District's group term life insurance, subject to provisions of the policy in force. The following is a summary only of coverage benefits; specific details are contained in the issued policy. The amount shall be \$10,000, with the premium paid by the District.

13.6.1.1. Employees may opt for additional coverage of \$15,000 or \$40,000 through salary reduction.

13.6.1.2. Employees may opt to add dependent group term life coverage of \$5,000 for spouse and \$2,500 for each dependent child (spouse not covered if covered under District's group term life) for a single premium payment each month as a payroll deduction. Other dependent life options are available, depending on the employee's life insurance election. Such election is subject to provisions of 13.6.1.3.

- 13.6.1.3. New employees may elect any life option without being subject to carrier underwriting; continuing employees may change their election to a lower coverage without being subject to carrier underwriting; continuing employees seeking to add a life option or increase coverage are subject to carrier underwriting.
- 13.6.2. Employees may elect to receive the District's group disability insurance, subject to provisions of the policy in force. The following is a summary only of coverage benefits; specific details are contained in the issued policy. The benefit amount shall be 50%, with the premium paid by the District.
- 13.6.2.1. Employees may opt for 70% coverage through salary reduction.
- 13.6.2.2. New employees may elect either LTD option without being subject to carrier underwriting; continuing employees may change their election to a lower coverage without being subject to carrier underwriting; continuing employees seeking to add a LTD option or increase coverage are subject to carrier underwriting.
- 13.6.3. Employees may elect to receive the District's group medical insurance, subject to provisions of the policy in force. The following is a summary only of coverage benefits; specific details are contained in the issued policy.
- 13.6.3.1. Certificated employees electing medical insurance coverage shall have an amount equal to the \$500 deductible single coverage premium paid by the District.
- 13.6.3.2. Certificated employees may opt for \$750 deductible or \$1000 deductible and could also add family coverage to their \$500 deductible, \$750 deductible, or \$1000 deductible single coverage election through salary reduction.
- 13.6.3.3. Full-time certificated employees, electing single medical insurance, have the option of reducing coverage to \$750 deductible and receiving \$120 per year (\$10 per month) cash benefit or reducing coverage to \$1000 deductible and receiving \$240 per year (\$20 per month) cash benefit.
- 13.6.3.4. Paraeducators electing medical coverage shall have an amount equal to the \$1000 deductible single coverage premium paid by the District.
- 13.6.3.5. Paraeducators may opt for \$750 deductible or \$500 deductible and could also add family coverage to their \$1000 deductible, \$750 deductible, or \$500 deductible single coverage election through salary reduction.
- 13.6.3.6. Full-time paraeducators, electing single medical insurance, have the option of increasing coverage to \$750 deductible at a cost of \$120 per year (\$10 per month) or increasing coverage to \$500 deductible at a cost of \$240 per year (\$20 per month).

13.6.3.7. New employees may elect any medical option without being subject to carrier underwriting; continuing employees may change their election to a lower coverage without being subject to carrier underwriting; continuing employees seeking to add a medical option or increase coverage are subject to carrier underwriting.

13.6.4. Employees may elect other insurance offerings adopted by the District, at their own expense, through salary reduction (dependent life option must be payroll deduction). All such options are subject to provisions of the policies in force.

13.6.5. Prior to 2001-02 each employee was provided \$600 per year (\$50 per month) in Cafeteria Benefit "Fringe Dollars". Beginning in 2001-02 "Fringe Dollars" have been incorporated into the Nurse, Paraeducator, and Teacher salary schedules.

13.6.6. The District's contribution to benefits elected under provisions of 13.6.1., 13.6.3., and/or 13.6.4. for an employee working less than full time will be directly proportional to the Benefit Entitlement stated on the employee's contract.

13.6.7. Rates and options offered shall be available at least one month prior to any rate change(s) or enrollment date(s).

13.6.8. Insurance coverage shall remain comparable to current coverages, except as mutually agreed upon.

13.6.9. The benefit period shall be July 1 of the previous year through June 30 of the Contract year. Employees leaving the District at the end of a Contract year shall retain previous year benefit provisions through July 31 of the Contract year.

13.7. Travel Expense

13.7.1. Approved mileage traveled on District business will be reimbursed, Exhibit V, at the IRS approved rate in effect at the beginning of the district's fiscal year. The rate will remain unchanged from July 1 to June 30 unless reduced by the IRS, in which case the newly approved IRS rate will become the district rate. The rate for 2006-07 is 44.5¢ per mile.

13.7.2. Employees assigned to more than one building daily shall be reimbursed a lump-sum amount based on the assignment, with one-half paid in January and one-half paid in June.

ARTICLE 14

FINALITY AND EFFECT

- 14.1 This Master Contract supersedes and cancels all previous agreements between the District and the Association or any employee in the bargaining unit, unless expressly stated to the contrary herein.
- 14.2. Should editing or clarification of an intent of this Contract be necessary, such editing or clarification will be carried out by the Superintendent and the Association President. Such editing and clarification will require mutual consent of the two persons.
- 14.3. Parts of this Contract found to be contrary to the Code of Iowa shall be declared null and void. All other parts of the Contract shall continue in force as ratified by the Board and the Association.
- 14.4. Notices

Whenever any notice is required to be given by either of the Parties to this agreement to the other, pursuant to the provisions of this agreement, either party shall do so by letter to the following designated persons or to such other persons as may be designated.


14.4.1. If by the Association, to the Superintendent.

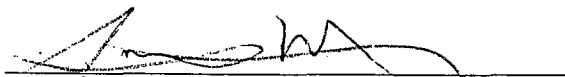
14.4.2. If by the Board, to the Association President.

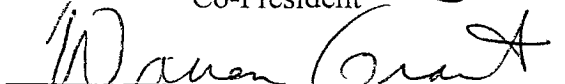
14.5. Signature Clause

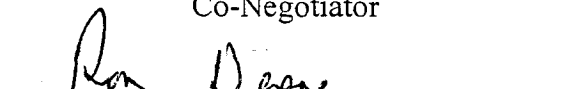
In witness whereof the parties hereto have caused this Master Contract Addendum to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 29th day of March, 2006.

GRINNELL-NEWBURG
EDUCATION ASSOCIATION

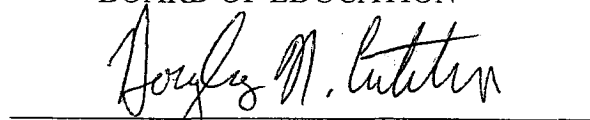

Co-President


Co-President


Co-Negotiator


Co-Negotiator

GRINNELL-NEWBURG
BOARD OF EDUCATION


President


Chief Negotiator

EXHIBIT I

File # _____

**GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT
Grievance Report Form**

Name of Grievant _____ Date Filed _____
Building _____ Assignment _____

If additional space is needed attach an additional page to this form. Always give specific sections of the Master Contract when applicable.

LEVEL II

1. Date cause of grievance occurred _____

2. Statement of grievance _____

3. Relief sought _____

Signature Date

4. Date received by Principal _____

5. Disposition by Principal _____

Signature Date

6. Position of Grievant and/or Association _____

Signature Date

LEVEL III

1. Date received by Superintendent _____

2. Disposition by Superintendent

Signature

Date

3. Position of Grievant and/or Association

Signature

Date

LEVEL IV

1. Date submitted to Arbitration _____

2. Disposition and Award of Arbitrator

Signature

Date

GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT

Request for Leave

Name _____ Date _____

Date(s) for which leave is requested _____

Time (If less than a full day) _____

Type of leave requested _____

Reason(s) for request _____

Signature

Disposition by Principal/Supervisor _____

Funding Source (When Applicable) _____

Signature Date

Disposition by Superintendent/Designee _____

Funding Source (When Applicable) _____

Signature Date

EXHIBIT III

GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT
Leave Report (Revised 7/1/06)

I, _____, have taken leave as follows:
(Name)

_____	Sick*	_____
_____	Personal Time Off *	_____
_____	Funeral	_____
_____	Family Illness*	_____
_____	Personal/Personal Business*	_____
_____	Professional	_____
_____	Vacation*	_____
_____	Other (Specify)	_____

* Depletes current and accumulated leave.

Signed _____

Dated _____

GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT

Paraeducator Request Form

In accordance with Article 12.3.3. of the Master Contract, I hereby request paraeducator time as follows. It is understood that the request, if approved, is subject to availability of the paraeducator requested and that the paraeducator will be paid at the paraeducator's contracted rate.

Paraeducator Requested _____

Date (s) Requested _____

Hours Requested _____

Tasks to be Performed (be specific) _____

Requested by _____ Date _____

Disposition by Principal/Designee _____

Signed _____ Date _____

Disposition by Superintendent/Designee _____

Signed _____ Date _____

Travel Expense Summary (Note instructions on back)

Name _____ Budget Code _____				
Date	Destination	Reason for Travel	Mileage	Expenses

Expenses

- Receipts required, except for mileage and meals
- Calculate mileage @ 44.5¢ per mile
- Meals: Paid only when required travel includes overnight stay.

In-State • B \$5.00; L \$7.50; D \$12.50

Out-of-State • B \$7.50; L \$10.00; D \$17.50

Approval:**Date:****Business Office:****Date:**

LETTER OF UNDERSTANDING

Due to continued uncertainty in legislative action, this Letter of Understanding is meant to provide guidance in the following four areas for the 2006-07 school year.

Mentors

Mentors of first and second year beginning teachers will receive \$500 per semester for each beginning teacher they mentor. Pay will be made from state funding for the beginning teacher mentoring program, if available. If not available, or if inadequate in amount to support the above payment(s), payment will be made from other general fund sources. State funding will be exhausted before other funding sources are utilized.

Mentors will be assigned no more than one teacher per semester unless mutually agreed upon.

Teacher Compensation Allocation

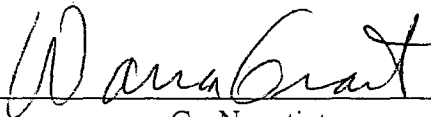
Legislated minimums will be met, equalization consistent with prior year distributions will be maintained in the lower steps, and remaining funds will be equally divided. GNEA will review and approve the distribution schedule prior to payment. Distribution to occur in one payment, and will be included with the May paycheck.

Contract Days

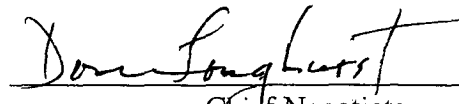
The GNEA Master Contract will continue unchanged at 195 days. Additional days may be added, dependent upon legislative action, for staff development. Payment will be at per diem rates. Pay will be from state funding provided specifically for this purpose. If not available, or if inadequate in amount to support the above payments, payment will be made from other sources. State funding, if any, will be exhausted before other funding sources are used.

Paid Time Off (PTO) Transition Plan (Certificated Staff)


- If 6/30/06 personal leave balance + 50% of family illness leave balance + five (5) > 10, then pay days greater than 10 at 2005-06 substitute rate and start 2006-07 with 10 days.
- If 6/30/06 personal leave balance + 50% of family illness leave balance + five (5) = 10, then start 2006-07 with 10 days.
- If 6/30/06 personal leave balance + 50% of family illness leave balance + five (5) < 10, then start 2006-07 with calculated balance.



Co-Negotiator
GNEA



Chief Negotiator
Grinnell-Newburg Schools



Co-Negotiator
GNEA